

Michigan Department of Labor & Economic Growth

Accessible Meetings and Events Policy Training

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Accessible Meetings and Events Policy

- Policy Signed by Director Hollister 1-12-05
- Effective date 3-31-05

Why Have a Policy?

- The Law
 - ADA-Title I and Title II
 - Employment Practices
 - Program Accessibility
 - Physical Access
 - Programmatic Access
 - Communication Access
 - Section 504
 - State Law-MPWDCRA

Why Have a Policy?

- Governor's Value of "Inclusion"



Why Have a Policy?

- Customer Service Orientation
 - Michigan's citizens with disabilities deserve equal services



What Does the Policy Require?

- Standardized Planning of Meetings/Events
- DLEG-Sponsored Meetings/Events
 - All qualified, able to attend AND participate
 - Site accessible

What Does the Policy Require? (cont'd)

- Additional accommodations provided, upon advance request
- Event Announcements, in Advance
 - 10 days, or minimum needed

What Does the Policy Require? (cont'd)

- Announcement Language
 - “The meeting site is accessible, including handicapped parking. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone.”

What Does the Policy Require? (cont'd)

- Announcement Language
 - “People with disabilities requiring additional accommodations in order to participate in the meeting should contact (name of person) at (contact information) at least (number of) work days before the event.”

Meetings Planned by Others

- DLEG Portion to be Accessible
- DLEG Staff Advocate for Accessibility
- DLEG Staff Provide Technical Assistance

Questions on Policy

Call Myrtle Gregg-LaFay, Americans With Disabilities Act Coordinator, at (517) 335-5824.

Procedures

DLEG Procedures for Planning Accessible Meetings and Events

- Know Your Audience
 - Invitees all known?
 - Invitees all Registered?
 - Open to All?

DLEG Procedures for Planning Accessible Meetings and Events

- Site Selection
 - On-site visit
 - Partner organization
 - Centers for Independent Living

DLEG Procedures for Planning Accessible Meetings and Events

- Transportation, Parking, and Getting Into and Around the Facility
 - How do attendees get to site?
 - Accessible parking?
 - Security Systems in place?
 - Path of travel
 - Doorways and access aisles

DLEG Procedures for Planning Accessible Meetings and Events

- If the event is a multi-day conference, there are additional issues to think about:
 - Distances attendees traverse
 - Accessible hotel rooms
 - Entertainment/activities to be accessible
 - Access by TTY for front desk, room service

DLEG Procedures for Planning Accessible Meetings and Events

- If your event includes a meal, considerations:
 - Sit down or buffet?
 - Arrangement of beverages and food



DLEG Procedures for Planning Accessible Meetings and Events

- Presenter Information
 - Contracts
 - Include expectations
 - Material accessible to all
 - Alternative format
 - Captioned videos

DLEG Procedures for Planning Accessible Meetings and Events

- Presenter Information, Cont'd:
 - Train presenters on
 - Reading PPP information
 - Use of interpreters, ALD, etc.
 - Presenters repeat all questions
 - Amplification recommended

DLEG Procedures for Planning Accessible Meetings and Events

- Access Statement –

“The meeting site is accessible, including handicapped parking. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone.”

DLEG Procedures for Planning Accessible Meetings and Events

- Have a Generous Timeline
 - 10 days suggested
 - Effective alternatives

DLEG Procedures for Planning Accessible Meetings and Events

- Seating
 - Barrier free, dispersed seating
 - Seating close to front of podium for persons who are
 - blind
 - deaf

DLEG Procedures for Planning Accessible Meetings and Events

- Accessible Information Available Throughout the Event
 - How will information be conveyed?
 - written
 - verbal

Resources



DLEG Procedures for Planning Accessible Meetings and Events

- Resources
 - What if I need a sign language interpreter?
 - See interpreters' directory on web site at www.mdcd-dodhh.org

DLEG Resources for Planning Accessible Meetings and Events

- Where do I get assistive listening devices?
- Contact the Michigan Commission on Disability Concerns, Division On Deafness and Hard of Hearing at (517) 334-8000

DLEG Resources for Planning Accessible Meetings and Events

- Service Directories
 - How Do I Get Material Brailled?
 - See list of vendors provided

DLEG Resources for Planning Accessible Meetings and Events

- I need to make a PowerPoint presentation accessible. How do I do that?
 - November 2004 DLEG Newsletter article

DLEG Resources for Planning Accessible Meetings and Events

- I need to put a document in large print. How do I do that?
 - Font size 14 point or larger

DLEG Resources for Planning Accessible Meetings and Events

- Partner agencies within DLEG
- Centers for Independent Living
- Great Lakes ADA Center
- Etc.


